

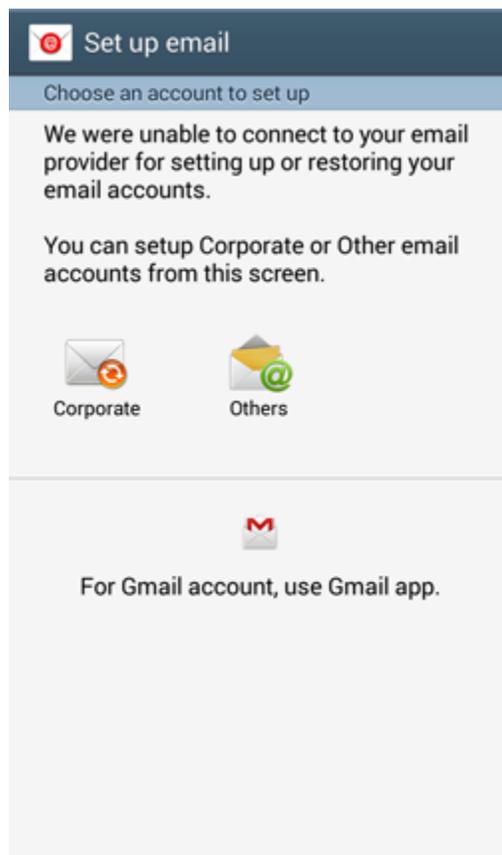
## NetSource E-Mail Setup – Samsung Galaxy Smartphones and Tablets

*These instructions are based off Samsung's how-to article for the Galaxy S4. There may be variations in screen layout on your particular model of Galaxy smartphone or tablet.*

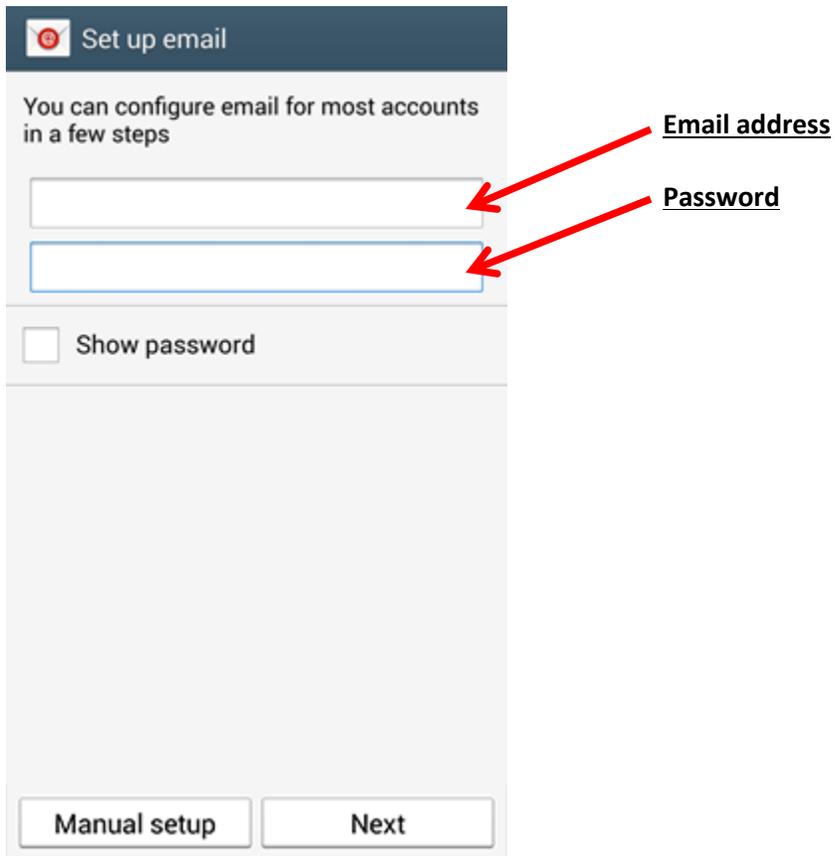
1. From the Home screen, touch **Menu**  > **Settings**  > **Accounts**  > **Add account**  > **Email** .

Note: The Settings menu view type may be set to list view. To switch to tab view, from the Settings menu, touch **Menu**  > **Switch to tab view**.

2. You will have the option to choose between a corporate or other email account. Touch **Others**.

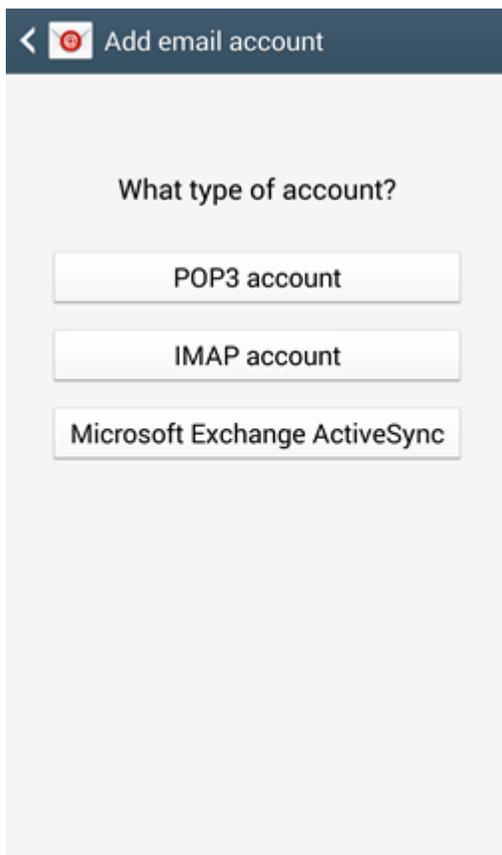


3. Enter your **Email address** and **Password** and touch **Manual setup**.



The screenshot shows the 'Set up email' screen. At the top, there is a dark blue header with a white envelope icon and the text 'Set up email'. Below the header, the text reads 'You can configure email for most accounts in a few steps'. There are two input fields: the top one is for the email address and the bottom one is for the password. Two red arrows point from the labels 'Email address' and 'Password' to their respective input fields. Below the input fields is a checkbox labeled 'Show password'. At the bottom of the screen, there are two buttons: 'Manual setup' and 'Next'.

4. Select **POP3 account** as the type of email account you are setting up.



The screenshot shows the 'Add email account' screen. At the top, there is a dark blue header with a white envelope icon, a back arrow, and the text 'Add email account'. Below the header, the text reads 'What type of account?'. There are three buttons: 'POP3 account', 'IMAP account', and 'Microsoft Exchange ActiveSync'.

5. Enter your email account information into the fields as follows: (See red letters in graphic below.)
  - A. Full email address
  - B. Password for the email account
  - C. pop.nsource.com
  - D. SSL
  - E. 995
  - F. Never

The screenshot shows the 'Incoming server settings' screen with the following fields and their corresponding red letters:

- A**: The empty text field for the email address.
- B**: The empty text field for the password.
- C**: The empty text field for the POP3 server.
- D**: The dropdown menu for 'Security type', which is currently set to 'SSL'.
- E**: The text field for 'Port', which contains the number '995'.
- F**: The dropdown menu for 'Delete email from server', which is currently set to 'Never'.

At the bottom of the screen is a 'Next' button.

6. Touch **Next** when finished.

Your device will attempt to connect to our incoming email server. If unsuccessful, you will be prompted to **Edit details**; confirm your settings and try again. If the connection is successful, you will be taken to the **Outgoing server settings** screen.

7. In the **Outgoing server settings** screen, enter your email account information into the fields as follows: (See red letters in graphic below.)
  - A. smtp.nsource.com
  - B. TLS
  - C. 587
  - D. **Require sign-in** **must** be checked.
  - E. Full email address
  - F. Password for the email account.

Outgoing server settings

SMTP server

Security type

Port

Require sign-in

Username

Password

Next

8. Touch **Next** when finished.

Your device will attempt to connect to our outgoing email server. If unsuccessful, you will be prompted to **Edit details**; confirm your settings and try again. If the connection is successful, you will be taken to the **Account options** screen.

9. In the Account options screen, configure your **Sync schedule** and touch **Next** when you have finished making your selections.
10. On the **Set up email** screen, Enter **Your name** as you would like it to be displayed on outgoing messages. Touch **Next** when finished.
11. Touch **Done with accounts** to complete the setup process.

You can access your account by launching the **Email** application with the following icon.

